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OFFICE OF THE JS & CAO  
(Defence Headquarters Training Institute)

**Sub: WORKSHOP ON : CREATIVE PROBLEM SOLVING**  
**(24 Oct 2019 – 25 Oct 2019)**

1. Defence Headquarters Training Institute (DHTI) will be organizing workshop on Creative Problem Solving from **24 Oct 2019 – 25 Oct 2019** in its premises at Room No.185-A, 'B' Block. The duration of the workshop will be 02 days.

2. The key learning objectives for the workshop are as under:-

- (a) Define the concept of Creativity & Innovation.
- (b) Comprehend the model of creative problem solving.
- (c) Explain processes of Idea generation.
- (d) List creative problem solution techniques.

The probable programme outcomes expected are as under:-

- (a) Awareness about out of box thinking.
- (b) Cultivation of spark moments.
- (c) To come out of inertia in life.
- (d) Using creativity for decision making.

3. **Eligibility.** The workshop is open to only Gazetted Officers/ Service Officers working in three Service HQs, ISOs and Ministry of Defence. The workshop capacity is **25**. Preference will be given to those officers who are below **58** years of age.

4. The applications of officers desirous of participating in the workshop may be forwarded in the Performa at Appendix 'A' to this note, duly recommended by **22 Oct 2019**. Selection of the candidates will be based on first come, first served basis.

  
(Satish Kumar Tegta)  
Asst. Director, DHTI

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26002/110/CAO/Trg dt. 0 | Oct 2019

**WORKSHOP ON CREATIVE PROBLEM SOLVING**

**(24 Oct 2019 – 25 Oct 2019)**

**APPLICATION PROFORMA**

- 1. Name (In English) :
- (In Devnagri Script) :
- 2. Employment ID No./Service No. :
- 3. Date of Birth :
- 4. Designation :
- 5. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
- 6. Telephone No. :

**(Signature of the Applicant)**

**RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING**

File No. .... dt.....

Certified that in the event of selection of, Shri/Smt/  
Kum \_\_\_\_\_ for the above  
mentioned workshop, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature  
Name & Designation  
Office & Tele No.